Accessing Maintenance Menu

This section contains general instructions for accessing screens from the Maintenance Menu.

These sections contain an overview, detailed accessing instructions, and field definitions for each of the Maintenance Menu options:

- -Counties and Courts
- -Venue Codes
- -Event Codes
- -Excuse Codes
- -Letters
- -Zip Codes
- -User Settings and Security
- -Barcode Output Queues
- -AFP Outq Maintenance

Chapter Seven -- MAINTENANCE MENU

ACCESSING MAINTENANCE MENU

Overview

The Maintenance Menu (Figure 51) contains options to maintain tables of codes and general information about the counties and courts using this application software. The use of codes in the jury system standardizes record-keeping. The code files are loaded at software implementation by Judicial Information Systems (JIS) and are maintained by the individual county on an as-needed basis to reflect any updates or additions to the codes.

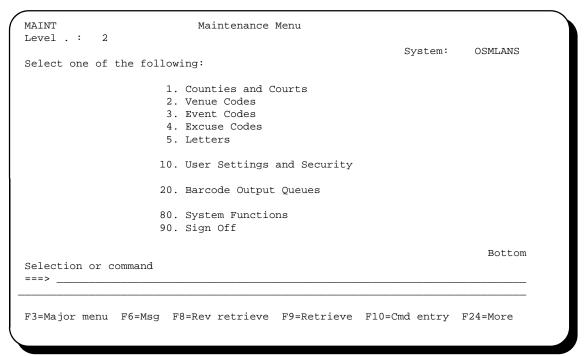


Figure 51. Maintenance Menu

The Maintenance Menu

The Maintenance menu displays when option **60** is selected from the JIS Jury System Menu. The options can be accessed by entering the appropriate option number on the Selection or command line and pressing **[ENTER]**.

9/04 Counties and Courts

COUNTIES AND COURTS

Overview

The Counties and Courts option is used to add, modify or delete counties, court types, courts, court locations using this application software. Financial codes, service codes and venues can be defined per location through this option. Address, telephone number, and contact person of the county and court locations can also be defined through this option.

Accessing the Screen

To access the Work With County screen (Figure 52) type **1** in the Selection or command line on the Maintenance Menu and press **[ENTER]**.

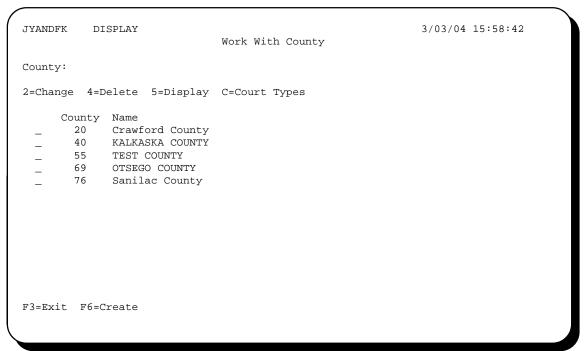


Figure 52. Work With Counties

Field Definitions

COUNTY (Header) This is a "positioner" field. Type the county number to be

displayed on the first detail line of the screen. If the user has multi-county authority, all county records will display.

COUNTY The county number of records contained in the database.

9/04 Counties and Courts

NAME The name of each county in the database.

To Add a County

To access the Edit County Details screen (Figure 53) press **[F6]** from the Work With County Screen.

JYALE1K ADD County Number:	Edit County Details	3/03/04 16:11:26
City:	State:	Zip:
Contact: Telephone:	Ext:	
F3=Exit		

Figure 53. Edit County Details Screen

Field Definitions

COUNTY NUMBER The number of the County being added to the database.

NAME The name of the County being added to the database.

ADDRESS The address of the county building.

CITY The city in which the county building resides.

STATE The state in which the county exists.

ZIP The zip code of the county building.

CONTACT The contact person in the county responsible for the jury

process.

TELEPHONE/EXT The telephone number and extension of the contact person.

9/04 **Counties and Courts**

To Update County Information

To access the Edit County Details (Change) screen, enter 2 in the option field of the record to be updated and press [ENTER]. Once the necessary changes are made, press **[ENTER]** and the modifications will be made to that record.

To Delete County Information

To access the Delete County screen, enter 4 in the option field of the record to be deleted and press [ENTER]. The field definitions are the same as the Edit County Details Screen. however, the function keys are different. To delete the record press [F11], the record will be removed from the database providing there are no jurors selected for that county.

To Display County Information To access the Display County screen enter 5 in the option field of the record to be displayed and press [ENTER].

NOTE: Any letters generated by the Jury System where the juror is not assigned to a court will print using the above contact, county, and address.

9/04 Work With Court Types

WORK WITH COURT TYPES

Overview

The Work with Court Types option is used to add, modify, delete or display court types within a county.

To access the Work with Court Types screen (Figure 54), type **C** in the option field next to the appropriate county from the Work with County screen and press **[ENTER]**.

```
JYAQDFK DISPLAY

Work with Court Type

County: 20 Court Type:

2=Change 4=Delete 5=Display C=Courts

Court Description
Type
C CIRCUIT COURT

F3=Exit F6=Create
```

Figure 54. Work With Court Types

Field Definitions

COUNTY (Header)	The number of the county the court types are being created for.
COURT TYPE (Header)	This is a "positioner" field. Type the court type to be displayed on the first detail line of the screen.
COURT TYPE	The designation code of the court type created (C=Circuit, D=District, P=Probate, F=Family, etc).
DESCRIPTION	The description of the court type code (Circuit, District, Probate, Family, etc).
To Add a County	To access the Edit Court Type Details screen (Figure 55) press [F6] from the Work With Court Type screen.

9/04 Work With Court Types

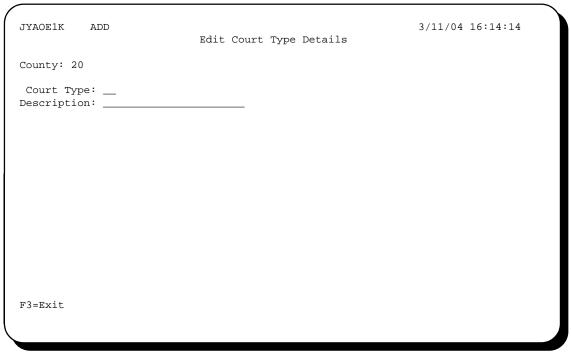


Figure 55. Edit Court Type Details Screen

Field Definitions

COUNTY The County number for which the Court Type is being created.

COURT TYPE The court type code being created.

DESCRIPTION The description of the court type code being created.

To Update Court Types To access the Edit Court Type Details (Change) screen, enter

2 in the option field of the record to be updated and press **[ENTER]**. Once the necessary changes are made, press **[ENTER]** and the modifications will be made to that record.

To Delete Court Types To access the Delete County screen, enter 4 in the option field

of the record to be deleted and press **[ENTER]**. The field definitions are the same as the Edit Court Type Details screen, however, the function keys are different. To delete the record press **[F11]**, the record will be removed from the database.

To Display Court Types To access the Display Court Types screen enter 5 in the

option field of the record to be displayed and press [ENTER].

9/04 Work With Courts

WORK WITH COURTS

Overview

The Work with Courts option is used to add, modify, delete, or display court definitions.

To access the Work With Courts screen (Figure 56), type **C** in the option field next to the appropriate court type from the Work with Court Type screen and press **[ENTER]**.

```
JYAODFK DISPLAY

Work with Court

County: 20 Court Type: C Court Number:

2=Change 4=Delete 5=Display C=Court Locations

Court Court

Type Number

C 46

F3=Exit F6=Create
```

Figure 56. Work with Courts

Field Definitions

COUNTY (Header)	The County of the Court Types for which the courts are being created.
COURT TYPE (Header)	The Court Type for which the courts are being created.
COURT NUMBER (Header)	This is a "positioner" field. Type the court number to be displayed on the first detail line of the screen.
COURT TYPE	The court type designation code (C=Circuit, D=District, P=Probate, F=Family).
COURT NUMBER	The court number (circuit, district, probate, family).
To Add a Court	To access the Edit Court Details screen (Figure 57) press [F6] from the Work With Court Type screen.

9/04 Work With Courts

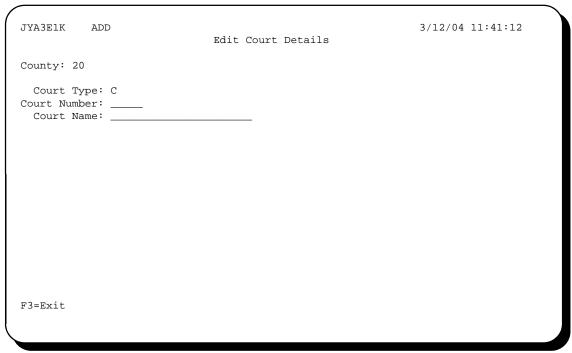


Figure 57. Edit Court Details Screen

Field Definitions

COUNTY The number of the County for which the court is being created.

COURT TYPE The Court Type for which the court is being created.

COURT NUMBER The number of the court being created.

COURT NAME The name of the court being created.

To Update Court Information To access the Edit Court Details (Change) screen, enter 2 in the

option field of the record to be updated and press **[ENTER]**. Once the necessary changes are made, press **[ENTER]** and the

modifications will be made to that record.

To Delete Court Information To access the Delete Court screen, enter 4 in the option field of

the record to be deleted and press **[ENTER]**. The field definitions are the same as the Edit Court Details Screen, however, the function keys are different. To delete the record press **[F11]**, the record will be removed from the database.

9/04 Work With Courts

If a Juror exists in the County or a Jury List was selected, an error message is displayed and the county can not be deleted. The following records are also removed when a County is deleted: County, Court Type, Court, Court Location, Juror/Trial, Financial Codes, Service Codes, Terms, Panels, Trial, Court Location Voucher, Court Location Venue, Voucher Headers/Details, Letter codes/details and Years.

To Display Court Information

To access the Display Court screen enter **5** in the option field of the record to be displayed and press **[ENTER]**.

9/04 Work With Court Location

WORK WITH COURT LOCATION

Overview

The Work with Court Location screen is used to add, modify, delete or display court location information.

To access the Work with Court Location screen (Figure 58), type **C** in the option field next to the appropriate court from the Work With Court screen and press **[ENTER]**.

```
JYA4DFK DISPLAY

Work with Court Location

County: 20 Court Type: C Court Number: 46 Location:

2=Change 4=Delete 5=Display F=Financial Codes S=Service Codes V=Venues U=User Security VC=Voucher

Crt Name City

C 46 20 46TH CIRCUIT COURT - GRAYLING

F3=Exit F6=Create
```

Figure 58. Work with Court Locations Screen

Field Definitions

COUNTY (Header)	The number of the court for which the court location is being created.
COURT TYPE (Header)	The court designation code for which the court location is being created.
COURT NUMBER (Header)	The court number for which the court location is being created.
LOCATION (Header)	This is a "positioner" field. Type the location number to be displayed on the first detail line of the screen.

9/04 Work With Court Location

CRT The court, court number and location.

NAME The description of the court location.

CITY The city in which the court is located.

To Add a Court Location To access the Edit Court Location Details screen (Figure 59)

press [F6] from the Work With Court Location screen.

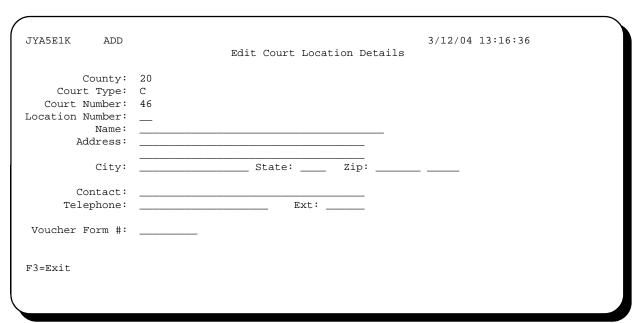


Figure 59. Edit Court Location Details

Field Definitions

COUNTY The number of the county that the court location is being created

for.

COURT TYPE The court type that the court location is being created for.

COURT NUMBER The court number that the court location is being created for.

LOCATION The location number that is being created.

NAME The name of the location.

ADDRESS The address of the location.

CITY The city of the location.

9/04 Work With Court Location

STATE The state of the location.

ZIP The zip code of the location

CONTACT The contact person at the location.

TELEPHONE/EXT The telephone number and extension of the contact person at

the location.

VOUCHER FORM # The last voucher number printed. This unique number is used

for audit purposes.

NOTE: Any letters generated by the Jury System where the juror <u>is</u> assigned to a court will print using the above contact, location, and address.

To Update Court Location Information

To access the Edit Court Location Details (Change) screen, enter **2** in the option field of the record to be updated and press **[ENTER]**. Once the necessary changes are made, press **[ENTER]** and the modifications will be made to that record.

To Delete Court Location Information

To access the Delete Court Location Details screen, enter 4 in the option field of the record to be deleted and press **[ENTER]**. The field definitions are the same as the Edit Court Location Details screen, however, the function keys are different. To delete the record press **[F11]**, the record will be removed from the database.

If a Juror exists in the Court Location then an error message is displayed and the Court Location can not be deleted. The following records are also removed when a Court Location is deleted: Court Location, Juror/Trial, Financial Codes, Service Codes, Terms, Panels, Trial, Court Location Voucher, Court Location Venue, and Voucher Headers/Details.

To Display Court Location Information

To access the Display Court Location screen enter **5** in the option field of the record to be displayed and press **[ENTER]**.

9/04 Work With Financial Codes

WORK WITH FINANCIAL CODES

Overview

The Work with Financial Codes option is used to create, modify, delete or display financial code information. There are three financial code types that can be used, "M" for mileage, "P" for one-half day per diem, "A" for amounts.

NOTE: Financial codes must be established in order to use the Voucher Process for juror reimbursement.

Accessing the Screen

To access the Work with Financial Codes screen (Figure 60) type **F** in the option field next to the appropriate court location from the Work with Court Location screen.

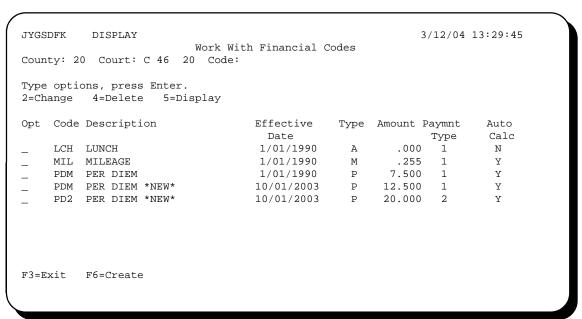


Figure 60. Work With Financial Code Screen

Field Definitions

COUNTY (Header)	The county for the	location of the	Financial Code.

COURT (Header)) The court for the location of the Financial Code.

CODE (Header) This is a "positioner" field. Type the financial code to be displayed on the first detail line of the screen.

CODE The three character financial code.

9/04 Work With Financial Codes

DESCRIPTION The description of the financial code.

EFFECTIVE DATE The date the financial code became effective.

TYPE There are three valid financial code types: "M" (mileage), "P" (per

diem), and "A" (amount).

AMOUNT The value assigned to a financial code.

PAYMENT TYPE 1= payments made at the 1st day rate. 2= payments made at the

subsequent day rate.

AUTO CALC The automatic calculation flag determines whether this financial

code is included in the automatic calculation of the voucher

process.

To Add a Financial Code To access the Edit Financial Code Details screen (Figure 61)

press [F6] from the Work with Financial Codes screen.

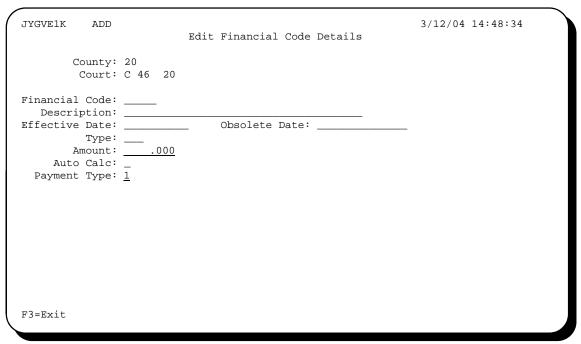


Figure 61. Edit Financial Code Details

Field Definitions

COUNTY (Header) The county of the location for the financial code.

9/04 Work With Financial Codes

COURT (Header) The court of the location for the financial code.

FINANCIAL CODE Type the three letter designation code to be created.

DESCRIPTION Type the description of the financial code to be created.

EFFECTIVE DATE Type the beginning date of when the financial code is effective.

OBSOLETE DATE Type the ending date of when the financial code is no longer

valid.

TYPE The three valid code types are "M" (mileage), "P" (per diem), "A"

(amount).

AMOUNT Type the amount for the financial code to be created. Mileage

and per diem types must have an amount. The voucher process will automatically create voucher details for codes that have an

amount entered.

AUTO CALC Enter Y, along with an amount to be automatically calculated

during the voucher process. Enter **N** so the financial code is not automatically calculated. However, an amount may be entered as a standard rate for use with option 2 on the voucher screen.

PAYMENT TYPE 1= payments made at the first day rate. 2= payments made at

the subsequent day rate.

To Update Financial Codes To access the Edit Financial Codes (Change) screen, enter 2 in

the option field of the record to be updated and press **[ENTER]**. Once the necessary changes are made, press the **[ENTER]** key

and the modifications will be made to that record.

To Delete Financial Codes To access the Delete Financial Codes screen, enter 4 in the

option field of the record to be deleted and press **[ENTER]**. The field definitions are the same, however, the function keys are different. To delete the record press **[F11]**, the record will be

removed from the database.

To Display Financial Codes To access the Display Financial Codes screen, enter 5 in the

option field of the record to be displayed and press [ENTER].

9/04 Work With Service Codes

WORK WITH SERVICE CODES

Overview

The Work with Service Codes option is used to add or delete service codes. Service codes will be used to automatically update the service date of a juror at the time a voucher is created.

NOTE: Consult the Chief Judge of your court to identify if payment constitutes service. If payment constitutes service, proceed with establishing service codes, otherwise <u>do not</u> create service codes.

Accessing the Screen

To access the Work with Service Codes screen (Figure 62) type **S** in the option field next to the appropriate court location on the Work with Court Location screen and press **[ENTER]**.

```
JYHSDFK DISPLAY

Work with Service Codes

County: 20 Court: C 46 20 Code:

Type options, press Enter.
4=Delete

Opt Code Description
ORI ORIENTATION
SRV SERVICE

F3=Exit F6=Create
```

Figure 62. Work with Service Codes Screen

Field Definitions

COUNTY (Header)	The county for the location of the service code.	
COURT (Header)	The court for the location of the service code.	
CODE (Header)	This is a "positioner" field. Type the service code to be displayed on the first detail line of the screen.	

9/04 Work With Service Codes

CODE The service code.

DESCRIPTION The description of the service code.

To Add a Service Code To access the Edit Service Code window (Figure 63) press [F6]

from the Work with Court Location screen.



Figure 63. Edit Service Codes Window

Field Definitions

CO (Header) The county for the location of the service code to be created.

COURT (Header) The court for the location of the service code to be created.

+CODE Type the three character designation code of the service code to

be created. This must be an existing event code.

DESCRIPTION Type the description of the service code to be created.

To Delete Service Codes To access the Delete Service Codes screen, enter 4 in the

option field of the record to be deleted and press **[ENTER]**. To delete the record press **[F11]**, the record will be removed from

the database.

9/04 Work With User Security

WORK WITH COURT LOCATION VENUES

Overview

Court Location Venues must be established when a court has a limited jurisdiction court within the county to select jurors. This insures that the proper jurors are selected for the court. NOTE: Valid venue codes must be established in the Venue Codes option on the Maintenance Menu before being added to court locations.

Accessing the Screen

To access the Work With Court Location Venues screen, type **V** in the option field next to the appropriate court location from the Work With Court Location screen and press **[ENTER]**.

/		`
JYB2DFK	DISPLAY Work With Court Location Venues	6/26/04 17:20:28
County: 76	Court: D 72 1 Venue:	
Type options, pre 4=Delete	ess Enter.	
Venue _ BRN _ SAN	Description CITY OF BROWN CITY OF SANDUSKY	
F3=Exit	F6=Create	

Work With Court Location Venues

Field Definitions

COUNTY (Header) The number of the court for which the court venue is being created.

o. cate

COURT (Header) The court designation (C=Circuit, D=District, P=Probate). This labeled field is followed by two unlabeled fields. The first

unlabeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is

location number (D-67-<u>1</u>, D-67-<u>2</u>).

9/04 Work With User Security

VENUE (Header) The three character venue code which the court location venue

is being created.

VENUE Three character code of existing venues.

DESCRIPTION The description of the court location venue.

NOTE: If venues are being used in a county because of courts with limited jurisdiction, each court location must establish the venues from which jurors may be selected. Example: A district court location may only select jurors from venue A, another district court location from venue B. However, the circuit court must establish both A and B venues so that jurors of both venues may be selected.

9/04 Work With User Security

WORK WITH COURT LOCATION/USER SECURITY

Overview

The Work with Court Location/User Security screen is used to authorize access to a specific court location.

To access the Work with Court Location/User Security screen, type a **U** in the option field next to the appropriate court from the Work with Court Location screen and press [ENTER]. Field Definitions

JYRBDFK DISPLAY 6/20/04 10:15:07 **User/Court Location Security** SANILAC COUNTY County: 76 User ID: ARLENA ARLENA Type options, press Enter. Y=Authorized N=UnAuthorized OPT CTY CRT **DESCRIPTION** C 12 1 SANILAC COUNTY CIRCUIT COURT **YYYYYY** C 24 1 24TH JUDICIAL CIRCUIT COURT 76 76 C 46 1 LOCATION 1 76 C 46 2 LOCATION 2 76 D 72 1 D72-1 DISTRICT COURT 76 D 72 2 D72-2 DISTRICT COURT 76 F 24 1 PROBATE/FAMILY/CIRCUIT 76 **UNASSIGNED JURORS** Bottom F3=Exit

Work With Court Location/User Security Screen

COUNTY(Header)	The county number and name for which the court location security is being created.
COURT LOCATION (Header)	The court type, number, and location for which the court location security is being created.
OPTION	Type ${\bf Y}$ to authorize a user to work within the specified location. Type ${\bf N}$ to unauthorize a user access to the specified location.

9/04 Work With User Security

USER ID The AS400 user id assigned to the user.

DESCRIPTION The description of the user.

To Add a New User Id to the Court Location/User Security

To access the Edit User/Court Location Security screen, press

[F6] from the Court Location/User Security screen.

JYREE1K ADD 3/21/04 15:39:44

Edit User/Court Location Security

County: 20

Court Location: C 46 20

User ID: _____

Edit User/Court Location Security screen

Field Definitions

COUNTY The number of the county that the court location security is

being created for.

COURT LOCATION The court type, number, and location for which the court

location security is being created.

USER ID The AS400 user id assigned to the user. **[F4]** can be used in

this field to prompt for user ids.

9/04 Voucher

VOUCHER

Overview

Voucher forms may be generated using the Voucher Process from the Financial Menu. A voucher must be established for the court location before voucher forms can be printed.

Accessing the screen

To establish a voucher, type **VC** in the option field next to the appropriate court location from the Work With Court Location screen and press **[ENTER]**. The Edit Court Location Voucher window will display.

Edit Court Location Voucher

County: 20 Court: C 46 20

Page Size: ___ (H/F)
Letter Code: ____
F3=Exit F4=Prompt

Sample Edit Court Location Voucher screen

Field Definitions

PAPER SIZE Indicate H for half page (5 ½ ") or F for full page (11")

voucher.

+LETTER CODE Indicate the letter code of the text to be printed on the

voucher. To define text for the voucher, create a letter using

the Letters option on the Maintenance Menu.

[F11].

To print a Sample Voucher Display the Edit Court Location Voucher screen and press

[F21].

9/04 Voucher

**************************************	Sanilac County 99 th SAMPLE COURT		0000099
JOHN Q PUBLIC 1234 MAIN STREET ANYWHERE MI 12345		Year: System#: Term: Panel: Juror#: Case#:	YYYYYYY 99999998 9998 98 998 99-9999-FH
This certifies that the above jure and is entitled to compensation	or has been in attendance on <u>3/22/04</u> Las follows:	<u>. </u>	
and to ontained to compensation			
Attendance of½ Trips, Mileage of	days @ 1 st Day Rate days @ Subs Rate f @	= = =	
		Total =	
** VO	Date ***********************************		

Sample Voucher

The top portion of the voucher down to the Total line is system-defined. The bottom portion of the voucher is user-defined text based on the letter code.

Voucher forms may be printed on a laser printer. For multi-part forms, print on an impact forms printer.

9/04 Venue Codes

VENUE CODES

Overview

The Venue Codes option is used to add, modify, delete, or display venue codes to define the city, village, or township a prospective juror lives in. This information is used when selecting jurors for a term. Only jurors living within the jurisdiction of the court location will be selected.

NOTE: If venues are being used to identify where a juror lives, then court location venues must be established to identify whether or not a juror can be selected by a court. See Work with Court Location Venues within Counties and Courts on The Maintenance Menu.

Accessing the Screen

To access the Work With Jury Venue screen (Figure 65) type **2** in the Selection or command line on the Maintenance Menu and press **[ENTER]**.

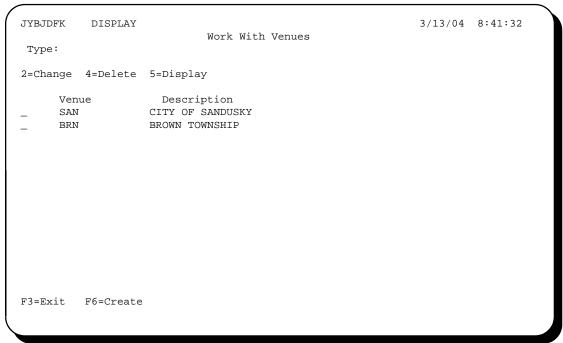


Figure 65. Work With Jury Venue Screen

Field Definitions

TYPE (Header) This is a "positioner" field. Type the venue type code to be

displayed on the first detail line of the screen.

VENUE The three character designation code that would be used to

define a venue.

9/04 Venue Codes

DESCRIPTION

The description of the venue.

To Add a Venue Code

To access the Edit Jury Venue screen (Figure 66) press **[F6]** from the Work with Jury Venue screen.

JYBNE1K ADD	Edit Jury Venue	3/13/04 11:03:01
Venue Code:		
Description:		
F3=Exit		

Figure 66. Edit Jury Venue Screen

Field Definitions

VENUE CODE

Type the three character venue designation code to be created.

DESCRIPTION

Type the description of the venue code to be created.

To Update a Venue Code

To access the Edit Jury Venue (Change) screen, enter **2** in the option field of the record to be updated and press **[ENTER]**. Once the necessary changes are made, press **[ENTER]** and the modifications will be made to that record.

To Delete a Venue Code

To access the Delete Jury Venue screen, enter 4 in the option field of the record to be deleted and press [ENTER]. The field definitions are the same as the Edit County Details screen, however, the function keys are different. To delete the record press [F11], the record will be removed from the database.

9/04 Venue Codes

If a Venue exists in a Court Location Venue then an error message is displayed and the Venue can not be deleted.

To Display a Venue Code

To access the Display Jury Venue screen enter **5** in the option field of the record to be displayed and press **[ENTER]**.

9/04 Event Codes

EVENT CODES

Overview

The Event Codes option is used to add, modify, delete or display event codes. Event codes will be used to update the status of a juror, excuse jurors from service, or clear assignments to courts, terms, and panels.

NOTE: Standard event codes will be loaded when the Jury System is installed.

Accessing the Screen

To access the Work With Event Codes screen (Figure 67) type **3** in the Selection or command line on the Maintenance Menu and press **[ENTER]**.

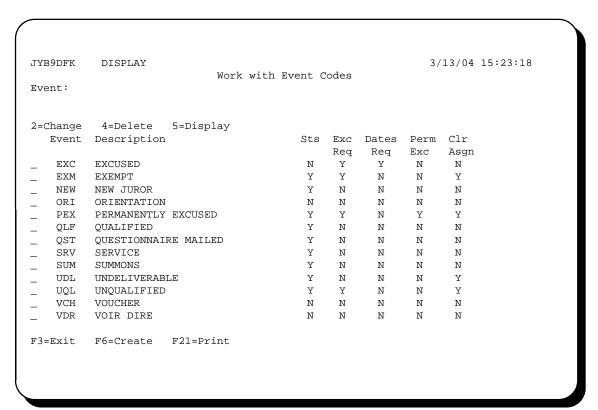


Figure 67. Event Codes

Field Definitions

EVENT (Header) This is a "positioner" field. Type the event code to be displayed on the first detail line of the screen.

EVENT The three character designation code for the event.

9/04 Event Codes

DESCRIPTION The description of the event.

The following fields should contain a "Y" (yes) or "N" (no) if the field will be used for different circumstances:

STS The event will change the status of a juror.

EXC REQ The event will require an excuse code.

DATES REQ The event will require a date (ie: juror deferred from

01/01/2004 through 03/01/2004).

PERM EXC The event will permanently excuse a juror.

CLR ASGN The event will clear the assignment (court, term, panel, juror#)

of the juror.

To Add an Event Code To access the Edit Event Code screen (Figure 68) press [F6]

from the Work With Event Codes screen.

NOTE: Consult JIS before adding an event code to insure proper set up.

JYCCE1K ADD	Edit Event Code	3/13/04 15:55:39
Event Code:		
Description: Status: Excuse Required: Dates Required: Permanent Excuse: Clear Assignment:	<u></u>	
F3=Exit		

Figure 68. Edit Event Code Screen

Field Definitions

9/04 Event Codes

EVENT CODE Type the three character designation code to be assigned to the event. **DESCRIPTION** Type the description of the event code. **STATUS** Enter **Y** in this field if the code will change the status of a juror. **EXCUSE REQUIRED** Enter Y in this field if an excuse code must be used at the same time this code is used. DATES REQUIRED Enter **Y** in this field if a date range is required. PERMANENT EXCUSE Enter Y in this field if the code will permanently excuse a juror from service. **CLEAR ASSIGNMENT** Enter Y in this field if the code will clear the assignment of a juror (court, term, or panel, juror#). To Update an Event Code To access the Edit Event Code (Change) screen, enter 2 in the option field of the record to be updated and press **[ENTER]**. Once the necessary changes are made, press **[ENTER]** and the modifications will be made to that record. NOTE: Consult JIS before modifying an event code to insure proper set up. To Delete an Event Code To access the Delete Event Code screen, enter 4 in the option field of the record to be deleted and press [ENTER]. The field definitions are the same as the Edit County Details screen. however, the function keys are different. To delete the record press [F11], the record will be removed from the database. To access the Display Event Code screen enter 5 in the option To Display an Event Code field of the record to be displayed and press [ENTER]. To Print Event Codes Press [F21].

9/04 Excuse Codes

EXCUSE CODES

Overview

The Excuse Codes option is used to add, modify, delete, or display excuse codes. Excuse codes are used to describe why a juror would not be eligible for jury duty.

NOTE: Standard excuse codes will be loaded when the jury system is installed.

Accessing the Screen

To access the Work With Excuse Codes screen (Figure 69) type **4** in the Selection or command line on the Maintenance Menu and press **[ENTER]**.

```
JYCFDFK
                                                          3/13/04 16:10:52
          DISPLAY
                          Work with Excuse Codes
Excuse:
         4=Delete
                   5=Display
2=Change
  Excuse Description
   DCD
         DECEASED
   DIS
        DISABLED
   EXC TEMPORARILY EXCUSED / DEFERRED
   FEL SENTENCE FOR FELONY
         BY ORDER OF THE JUDGE
   JDG
   MED
         MEDICAL EXCUSE
   NCZ
       NON US CITIZEN
   NSE NOT SPEAK ENGLISH
   NUE NOT UNDERSTAND ENGLISH
         OUT OF COUNTY
   OOC
         OVER 70
   070
   PSR PREVIOUS SERVICE WITHIN 12 MO
F3=Exit F6=Create F21=Print
```

Figure 69. Work with Excuse Codes Screen

Field Definitions

EXCUSE (Header) This is a "positioner" field. Type the excuse code to be

displayed on the first detail line of the screen.

EXCUSE The three character designation code assigned to the excuse.

DESCRIPTION The description of the excuse code.

To Add an Excuse Code To access the Edit Excuse Code screen (Figure 70) press

[F6] from the Work With Excuse Codes Screen.

9/04 Excuse Codes

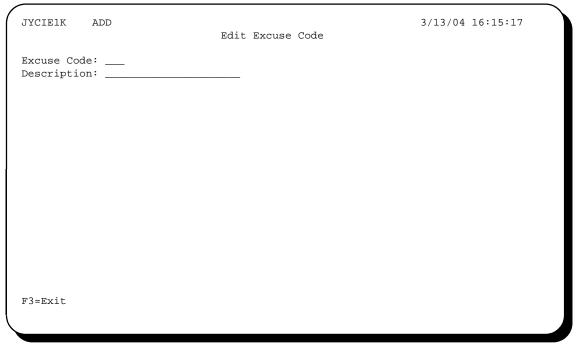


Figure 70. Edit Excuse Codes Screen

Field Definitions

EXCUSE CODE Type the three character designation code to be assigned to

the excuse being created.

DESCRIPTION Type the description of the excuse code.

To Update an Excuse Code To access the Edit Excuse Code (Change) screen, enter 2 in

the option field of the record to be updated and press **[ENTER]**. Once the necessary changes are made, press **[ENTER]** and the modifications will be made to that record.

To Delete an Excuse Code To access the Delete Excuse Code screen, enter 4 in the

option field of the record to be deleted and press **[ENTER]**. The field definitions are the same as the Edit Excuse Code screen, however, the function keys are different. To delete the record press **[F11]**, the record will be removed from the

database.

To Display an Excuse Code To access the Display Excuse Code screen, enter **5** in the

option field of the record to be displayed and press [ENTER].

To Print Excuse Codes Press [F21].

LETTERS

Overview

The Letters option is used to add, modify, delete, or display letters. Letters can be created to notify certain groups of jurors or individual jurors of information to be relayed from a court. Letters may be used for Summons, Thank You's, follow-up, vouchers, and for certification of selected jurors and voucher lists.

Accessing the Screen

To access the Work with Letters screen (Figure 71) type **5** in the Selection or command line on the Maintenance Menu and press **[ENTER]**.

```
JYE4DFK DISPLAY

Work with Letter Codes

County: 76 Letter Code:

Type options, press Enter.
2=Change 3=Copy 4=Delete 5=Display L=Edit Letter

Code Description

CRT CERTIFICATION

MON TEST MONDAY

TII TEST II

TST TEST LETTER FOR SUMMONS

F3=Exit F6=Create
```

Figure 71. Work with Letters

Field Definitions

COUNTY (Header) The county for the location of the Letter.

LETTER CODE (Header) This is a "positioner" field. Type the letter code to be

displayed on the first detail line of the screen.

CODE The three character designation code assigned to the letter.

DESCRIPTION The description of the letter.

To Add a Letter

To access the Edit Letter Code screen (Figure 72) press **[F6]** from the Work With Letter Codes screen.

JYE5E1K ADD 14:14:01	3/17/04
	Edit Letter Code
County: 76 SANILAC COUNTY	
Letter Code: Description:	<u>-</u>
Print Heading (Y/N): _ Print Date (Y/N): _	Print Juror Info (Y/N): _ Vertical Adjustment (0-9): _
Salutation: From Name:	Close:

Figure 72. Work with Letter Codes

Field Definitions

COUNTY The County for which the letter code is being created.

LETTER CODE The three character designation code assigned to the letter.

DESCRIPTION The description of the letter code.

PRINT HEADING Type Y if a name and address should print on the heading of

the letter. Type **N** if no heading is to be printed on the letter. If a juror <u>is not</u> assigned to a court, the letter will print the name and address of the county contact. If the juror is assigned to a court, the letter will print the name and address

of the court contact.

PRINT JUROR INFO Type Y if the juror's year, number, term, term number, and

panel are to be printed on the letter being created. This information may be referred to within the body of the letter.

PRINT DATE (Y/N) Type the desired date to automatically print on letters.

VERTICAL

ADJUSTMENT Leave blank or enter a number zero through nine to determine vertical position on letter. This allows the flexibility to print the

address in the proper place when using window envelopes.

SALUTATION Type the salutation that is to be used for the letter being created. Example: "Dear ... " CLOSE Type the close that is to be used for the letter being created. Example: "Sincerely,", "Respectfully," etc. FROM NAME Type the name of the contact person for the court that will be using the letter being created. To Update a Letter To access the Edit Letter Code (change) screen, enter 2 in the option field of the record to be updated and press [ENTER]. Once the necessary changes are made, press [ENTER] and the modifications will be made to that record. To Delete a Letter To access the Delete Letter screen, enter 4 in the option field of the record to be deleted and press [ENTER]. The field definitions are the same as the Edit Letter Code screen. however, the function keys are different. To delete the record press [F11], the record will be removed from the database. To Display a Letter To access the Display Letter screen, enter **5** in the option field of the record to be displayed and press [ENTER]. To Create the Text of a Letter To access the Edit Letter Detail screen (Figure 73), enter L in the option field of the letter code for which the text is being created and press [ENTER].

YE1EFK	CHANGE	-11.				3/17/04	14:23:4
		Edit Le	tter				
County:	76 Letter:	CRT CERTIFICATIO	N			Sequence	:#:
	ons, press E B=Blank	nter. Line I=Insert	Line				
The cou	nty jury boa	rd appeared in t	he county cle	rk's off	ice on t	his	
		, 20 at					re
day of							
day of present	:	, 20 <u>a</u> c_					
present		y that the above					
present	ereby certif		juro	rs were	drawn by		
present We do ho	ereby certif	y that the above ied by the Depar	juro tment of State	rs were e's List	drawn by	us from	
We do he	ereby certif names suppl d drawing wa	y that the above ied by the Depar s conducted acco	juron tment of State rding to the s	rs were e's List form of	drawn by	us from	8 &
We do he	ereby certif names suppl d drawing wa 9, in such c	y that the above ied by the Depar s conducted acco ase made and pro	juron tment of State rding to the r vided. This	rs were e's List form of list of	drawn by Statutes jurors d	us from s 600.132 drawn on	8 &
We do he	ereby certif names suppl d drawing wa 9, in such c day of	y that the above ied by the Depar s conducted acco ase made and pro	juron tment of State rding to the r vided. This i ill serve at t	rs were e's List form of list of	drawn by Statutes jurors d	us from 6 600.132 Grawn on 6 of the	8 &

Figure 73. Edit Letter Detail Screen

Field Definitions

COUNTY(Header) The county for which the letter is being created.

LETTER CODE (Header) The three character designation code assigned to the letter being created.

DESCRIPTION (Header) This unlabeled field is the description of the letter code.

SEQUENCE (Header) This is a positioning field to start display at a certain line. Each line is sequenced by 10 (10, 20, 30, etc.).

The text of the letter can be added in the blank lines available on this screen. The Page Down key can be used to display an additional page of blank lines.

To Delete the Text of a Letter

To access the option to delete detail lines press **[F10]** from the Edit Letter Detail screen and the Edit Letter Detail (Change) screen (Figure 74) will display with the option column available to use 4=Delete.

9/04 Letters

YE1EFK CHANGE	Edit Letter	3/17/04 15:03:05
County: 76 Lette	r: CRT CERTIFICATION	Sequence#:
Type options, pres 4=Delete B=Bl	s Enter. ank Line I=Insert Line	
The county jury	board appeared in the county	clerk's office on this
day of	, 20 at m	
1 4		
present:		
We do hereby cer	tify that the abovej	
We do hereby cer	tify that the above j	
We do hereby cer names su	pplied by the Department of S was conducted according to t	tate's List. he form of Statutes 600.1328 &
We do hereby cer names su The said drawing 600.1329, in suc	pplied by the Department of S was conducted according to t h case made and provided. Th	tate's List. he form of Statutes 600.1328 & is list of jurors drawn on the
We do hereby cer names su The said drawing 600.1329, in suc day of	pplied by the Department of S was conducted according to the case made and provided. The provided of the case made and provided of the case made and provided.	tate's List. he form of Statutes 600.1328 & is list of jurors drawn on the at the term of the
We do hereby cer names su The said drawing 600.1329, in suc day of	pplied by the Department of S was conducted according to t h case made and provided. Th	he form of Statutes 600.1328 & is list of jurors drawn on the at the term of the

Figure 74. Edit Letter Detail Screen

Field Definitions

The field definitions are the same as the other edit letter screens, however, the options are different. To delete the record type **4** in the option field of the line to be deleted and press **[ENTER]**.

Options

- B Enter "B" in the option field next to the desired line of text to be removed. Option B must be used to blank out a line. Blanking out the text will not remove the text.
- I Enter "I" in the option field on the line before the line you wish to insert a blank line.

Function Keys

F3=EXIT Press **[F3]** to exit from the Edit Letter screen.

F5=RELOAD Press **[F5]** to redisplay letter prior to last change. Do not press **[ENTER]** before pressing **[F5]**.

9/04 Letters

F10=TOGGLE

ALLOW OPTIONS Press [F10] when you want to use any of the option keys.

ENTER Always press ENTER to save changes to the letter text.

To Print a sample of the letter

To print an example of the letter that has been created, press

[F21] from the Edit Letter Detail screen.

9/04 Zip Codes

ZIP CODES

Overview

The Zip Codes option is used for validating juror mileage by zip code. Zip codes and mileage range can be entered in this option. This option can reduce the possibility of errors on round trip mileage or provide for a default mileage amount.

Accessing the Screen

To access the Zip Code screen, type **6** in the Selection or command line on the Maintenance Menu and press **[ENTER]**.

JYTLDFK DISPLAY Work with Zip County: 76 Zip Code: Type options, press Enter. 2=Change 4=Delete 5=Display	Codes		9/09/04 1	1:20:14	
Zip Opt Code Description - 48416 BROWN CITY - 48427 DECKERVILLE - 48427 DECKERVILLE - W COURT LOCATION - 48450 LEXINGTON - 48466 PECK - 99999 COUNTY MILEAGE MAXIMUM - 99999 COURT MILEAGE MAXIMUM	Min Miles 80 20 20 20 10 0	Max Miles 100 50 30 36 22 80 100	Default Miles 0 0 0 0 0 0 0 0 0	Crt C 24 1 C 24 1	Active Y Y Y Y Y Y Y Y Y S Bottom
F3-EXIL F0-Cleate					

Work With Zip Codes screen

Field Definitions

COUNTY (Header) Type the county number to be displayed on the first detail

line of the screen. If the user has multi-county authority, all

county records will display.

ZIP CODE This is a "positioner" field. Type the zip code to be displayed

on the first detail line of the screen.

9/04 Zip Codes

OPTION	Enter 2 to change zip code information. Enter 4 to delete zip code with information. Enter 5 to display zip code with information. NOTE: Press F6 to create/add a new zip code with information.
ZIP CODE	Five digit U.S. zip code. A value of 99999 may also be used with or without a court location, to establish maximum allowable mileage for a court or county.
MIN MILES	The minimum number of round trip miles possible from within the zip code to the court location.
MAX MILES	The maximum number of round trip miles possible from within the zip code to the court location.
DEFAULT MILES	Default mileage is used on the voucher process. Default value is used when round trip mileage is not entered.
CRT	If entered, the mileage will be the allowable round trip mileage to the court location. If blank, the mileage is for any court location within the county. NOTE: When validating round trip mileage, if a juror is assigned to a court location, the system will check that court locations allowable mileage. Otherwise it will check the same zip code without a court location.
ACTIVE	Enter Y if the zip code is active or N if the zip code is not active.

9/04 Zip Codes

JYTKE1K ADD		Edit Zip Code De	tails	9/24/04 8:50:09	
County: 76 SANILAC COU	JNTY				
Zip Code:					
Description:					
Minimum Mileage: Maximum Mileage: Default Mileage:					
Court:					
Active (Y/N):					
F3=Exit					

Edit Zip Code Details screen

USER SETTINGS AND SECURITY

Overview

The User Settings and Security option is used to maintain users that will have access to the jury system. An entry must be made in the user file in order for a user to have access to the jury system. Default settings for output queues, county, year, and court are established. A user may have individual authority or group authority (several people with the same authority). Individual and group ids have program security and court location security. Program security provides authorization for specific programs in the jury system. Court location security provides authorization for jurors either unassigned or assigned to specific court locations. Any user may change their own user settings (output queues, default year, default court or cashier ID) but only the jury system security administrator can change program and court location authority.

Accessing the Screen

To access the Work with Jury User screen (Figure 75) type **10** for User Settings and Security in the Selection or command line on the Maintenance Menu and press **[ENTER]**.

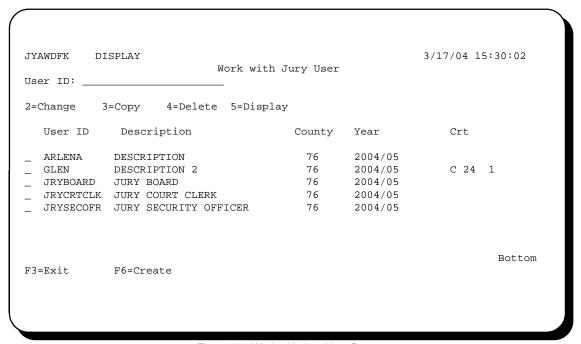


Figure 75. Work with Jury User Screen

Field Definitions

USER ID (Header)

This is a "positioner" field. Type the user that is to be displayed on the first detail line of the screen.

OPTION Enter 2 to change a user's settings. Enter 3 to copy a user's

settings. Enter 4 to delete a user. Enter 5 to display the

current user settings.

DESCRIPTION The description of the user.

COUNTY The county to which the user is assigned.

YEAR The users default year defined in the user setting.

CRT The Court to which the user is assigned.

To Add a User To access the Edit Jury User screen (Figure 76) press [F6]

from the Work With Jury User screen.

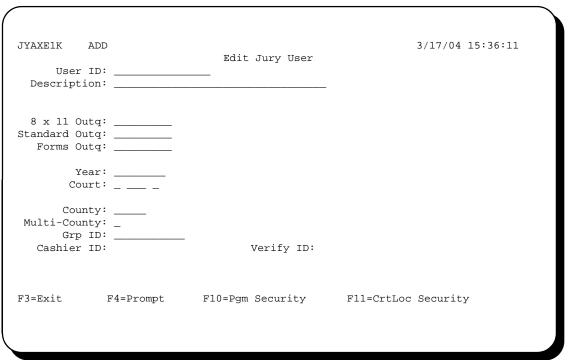


Figure 76. Edit Jury user Screen

Field Definitions

USER ID The AS/400 user id assigned to the user.

DESCRIPTION The description of the user. This is the name of the user or

group of users.

8 x 11 OUTQ Type the ID of the output queue that all 8 x 11 documents will

be sent to.

STANDARD OUTQ Type the ID of the output queue that all report documents will

be sent to.

FORMS OUTQ Type the ID of the output queue that all forms (labels,

vouchers, mailers, etc.) will be sent to.

YEAR The default year the user will be working with. The default jury

year displays on many screens in the system. Change your default year as you begin working more frequently in the new

year.

COURT The default court of the user. If a user works only with jurors

assigned to that court, enter the court id. If user works with all

jurors, do not enter a default court location.

COUNTY The default county of the user. The default county displays on

many screens in the system but can be overridden if the user

has multi-county authority.

MULTI-COUNTY Type **Y** in this field if the user will have multi-county authority.

GROUP ID Enter a standard Group ID or a unique Group ID that has

been created for your specific court. Leave this field blank if

you wish the user to have individual authority.

Group Ids can be established for a group of users requiring

the same authority. Three standard Group Ids will be

provided:

JRYSECOFR - authority to everything for the jury system

administrator

JRYBOARD - authority to front-end functions for preparing the

questionnaire mailing, updating statuses, and selecting jurors

for terms/panels

JRYCRTCLK - authority for court personnel for selecting

jurors for terms/panels, summons mailing, update service, roll

call and voucher process

These standard Group Ids may be tailored to your specific security needs or establish unique authority for each user.

NOTE: A user may have group authority with additional

individual authority.

CASHIER ID Enter a unique cashier ID (up to 6 characters) which will be

used by users with access to the voucher process. This is a non-display field so the user **must** remember their cashier ID

(similar to a user password).

VERIFY ID Enter the cashier ID again to ensure accuracy. This is a non-

display field.

To Set Up Program Security To access the User Security screen press **[F10]** from the Edit

Jury User screen. Program security provides the capability for

authorizing users to programs within the jury system.

NOTE: If the user has a group id, program security is not necessary unless you wish to extend individual authority beyond the group id authority.

JYQ5DFK DISPLAY 3/22/04 10:41:55
User Security

County: 76 SANILAC COUNTY User ID: USERID USERID

Type options, press Enter. Y=Authorized N=Unauthorized

Opt	Category	Seq	Description	Program
<u>N</u>	FIN	10	VOUCHER PROCESS	JYG6PVK
<u>N</u>	FIN	20	W/W VOUCHERS	JYH1PVK
<u>N</u>	FIN	30	VOUCHER LIST	JYH3PVK
<u>N</u>	FIN	40	OUTSTANDING VOUCHERS	JYIAPVK
<u>N</u>	JUR	10	EDIT JUROR PROMPT	JYNLPVK
<u>N</u>	JUR	20	EDIT JUROR	JYDAE1K
<u>N</u>	JUR	30	DELETE JUROR	JYDFD1K
<u>N</u>	JUR	40	EDIT EVENT	JYFXETK
<u>N</u>	JUR	50	DELETE EVENT	JYF5DTK
<u>N</u>	JUR	60	JUROR TRANSFER OR REASSIGNED	JYPJPVK
<u>N</u>	JUR	70	VOUCHERS FOR JUROR	JYK6DFK

More...

User Security screen 1

Field Definitions

F3=Exit

COUNTY The County number and name to which the user is assigned.

USER ID The AS/400 user id assigned to the user.

OPTIONS Enter Y to Authorize a specific function. Enter N to

Unauthorize a specific function.

CATEGORY The menu in which the specific function is used.

FIN = Financial Menu
JUR = Work with Jurors
MNT = Maintenance Menu
RPT = Report Menu

SEL = Selection Menu

TAP = Tape Processing Menu

SEQ For JIS use.

DESCRIPTION Description of specific jobs and screens.

PROGRAM For JIS use.

To Set Up Court Location Security

Court Location Security provides the capability for authorizing

users who work with jurors assigned to a specific court

location or jurors not assigned to a court.

To access the Court Location Security screen press [F11]

from the Edit Jury User screen.

JYRBDFK DISPLAY 4/30/04 8:47:15

User/Court Location Security

County: 76 SANILAC COUNTY User ID: USERID USERID

Type options, press Enter. Y=Authorized N=UnAuthorized

OPT CTY CRT DESCRIPTION

Y 76 C 12 1 SANILAC COUNTY CIRCUIT COURT

76 UNASSIGNED JURORS

F3=Exit Bottom

Sample User/Court Location Security screen

Field Definitions

OPT Enter **Y** in the option field to authorize access into the specific

court locations. Enter ${\bf N}$ in the option field to deny access into

the specific court locations.

UNASSIGNED JURORS The Court Location Security screen must have a location for

"Unassigned Jurors". This provides authority to work with jurors who have not been assigned to a court, term, or panel. To access the Edit Jury User (Change) screen, enter **2** in the

To Update a User ID

To access the Edit Jury User (Change) screen, enter **2** in the option field of the record to be updated and press **[ENTER]**.

Once the necessary changes are made, press [ENTER] and

the modifications will be made to that record.

To Delete a User ID To access the Delete Jury User screen, enter **4** in the option

field of the record to be deleted and press [ENTER]. The field

definitions are the same as the Edit Jury User screen,

however, the function keys are different. To delete the record, press [F11]. All authority for the user will be removed from the

system.

To Display a Jury User

To access the display jury user screen, enter **5** in the option field of the record to be displayed and press **[ENTER]**.

9/04 Barcode Output Queues

BARCODE OUTPUT QUEUES

Overview

The Barcode Output Queue option is used to add, change, delete, or display output queues for bar coding. If the user's outq is listed, barcodes are printed on the label, mailer and forms.

WARNING: Before adding a barcode outq entry, verify with JIS that the associated printer is capable of printing barcodes. If the printer is not capable of printing barcodes, unexpected results may occur.

Accessing the Screen

To access the Work with Barcode Output Queue screen, type **20** in the Selection or command line on the Maintenance Menu and press **[ENTER]**.

JYNTDFK DISPLAY 2/23/04 9:39:30

Work with Barcode Output Queues

Type options, press Enter.

2=Change 4=Delete

Opt BCO Outq BCO Description
PRT03 PRT03 OUTQ

PRT04 PRT04 OUTQ

F3=Exit F6=Add

Work with Barcode Output Queue Screen

Field Definitions

BCO OUTQ The name of the outq that is capable of printing barcodes.

BCO DESCRIPTION The description of the barcode outq.

9/04 Barcode Output Queues

To Add an Outq

To access the Edit Barcode Output Queues screen, press **[F6]** from the Work with Barcode Output Queues screen.

JYNVE1K ADD	Edit Barcode Output Queues	2/23/04 11:23:42
Outq: Description:		
F3=Exit		

Edit Bar Code Output Queues Screen

Field Definitions

OUTQ Type the ID of the outq that all barcoded documents will be

sent to.

DESCRIPTION Enter the description of the barcode outq. This may include

name of printer and or location.